



Fact Sheet

Employee Transfers During MyCalPAYS Implementation

All departments are scheduled to transition to MyCalPAYS, the new personnel and payroll system for the State of California. Until all departments are using MyCalPAYS, some employee records will be in the existing HR systems and some will be in MyCalPAYS. Once an employee's records have been transferred to MyCalPAYS, records cannot be transferred back.

How does this affect me if I transfer to a department that is already using MyCalPAYS, but my records have not yet been transferred to MyCalPAYS?

If you transfer to a department already using MyCalPAYS, you can expect a few differences in how your personnel and payroll matters are handled. The following outlines what you can expect if you transfer.

- ◆ Upon transferring, your personnel and payroll records will need to be converted to MyCalPAYS. Your new HR Office will receive your information and begin working with the State Controller's Office (SCO) to complete the conversion. Your HR representative will let you know when this change occurs. This may take up to three months to complete. During this time, you will continue to receive your pay from the current payroll system.
- ◆ Once your records are in MyCalPAYS, you will be assigned an 8-digit Person ID. This number will be used to identify you in MyCalPAYS, on many forms, and on your pay stub. This can be found on your first MyCalPAYS pay stub. The Person ID will remain your primary identifier for all personnel matters.
- ◆ You will be allowed to designate up to 5 financial institutions for direct deposit. Your HR representative at your new department will help you change your direct deposit designations if you wish. Certain rules apply that you should know about. Please speak with your new HR representative before requesting changes.
- ◆ Timesheets and time reporting processes at your new department may differ to meet MyCalPAYS payroll cutoff dates.
- ◆ If you are an hourly employee, you will have a set pay day according to the MyCalPAYS pay dates.
- ◆ If you are concurrently employed (hold multiple assignments), your records for all assignments will be converted to MyCalPAYS at the time you transfer to your new department and you will receive one paycheck. Your pay date may change depending on how you are paid for the assignments. Your HR representative can provide you with more information on when to expect your pay. *Note: If you are concurrently employed with CSU, you will continue to receive two paychecks.*
- ◆ Your pay stub from MyCalPAYS will be different. Some differences on the pay stub will include the totals that display, naming conventions for earnings, deductions, contributions and taxes, and the display of leave (quota) balances. Please review the Pay Stub Changes Fact Sheet for additional information: http://www.sco.ca.gov/Files-21C/1a_Employee_Impacts_Pay_Statement_FINAL.pdf.
- ◆ Your net pay may be affected by some MyCalPAYS rules and calculations. Changes may include:
 - ⇒ A new hourly rate calculation for salaried employees who work a partial month and for employees who use unpaid leave (Dock or AWOL).
 - ⇒ State Disability Insurance withholdings will change for some employees.
 - ⇒ Garnishments may be calculated differently.



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How am I affected if my records are in MyCalPAYS, but I transfer to a department that is not yet using MyCalPAYS?

Your records will remain on MyCalPAYS and your new department will process your time and pay in MyCalPAYS. The following outlines what you can expect when you transfer.

- ◆ Your attendance and absences will need to be recorded in MyCalPAYS. You may have different time submission processes and due dates than other people in your new department. Your HR representative at your new department will let you know how and when to submit your time.
- ◆ You will continue to be identified by your MyCalPAYS Person ID. This ID will not change if you transfer to other departments.
- ◆ If you are a salaried employee, your pay date will be the same as the other salaried employee's pay date in your new department. If you are an hourly employee, you will be paid according to the scheduled MyCalPAYS pay dates.
- ◆ Your direct deposit designations will not change. You may still designate up to 5 financial institutions for direct deposit. The same direct deposit rules apply.
- ◆ If you transfer to a department and have a Fair Share deduction, this deduction will occur in every pay period. If your new assignment is paid on a semi-monthly basis, your deduction will occur in two equal payments. If you are paid on a bi-weekly basis, your deduction will be pro-rated based on the total monthly Fair Share amount.
- ◆ Fair Share deductions will be based on a percentage of your pay plus *all* premium payments. In the other Payroll system, the Fair Share deduction was based on a percentage plus *up to 3* locked-in premiums. If your new assignment has a Fair Share deduction, your MyCalPAYS paycheck will reflect this rule change.
- ◆ If you are a salaried employee paid semi-monthly, you will receive two equal payments each month based on an average of the monthly pay period. For example, if you work full time, you will receive two equal payments each month based on an average of 86.67 hours per pay period. Other people in your new department who are paid out of the existing HR system will be paid based on the number of days in the pay period.

Note: You can calculate your average hours per pay period using this formula:

$$(\text{Hours per Week} \times 52 \text{ Weeks in a Year}) / 24 \text{ pay periods}$$

For example: $20 \text{ Hours per Week} \times 52 \text{ Weeks a Year} / 24 \text{ pay periods} = 43.34$

**"Once in MyCalPAYS,
Always in MyCalPAYS."**

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Learn More: http://www.sco.ca.gov/21century_mycalpays_home.html